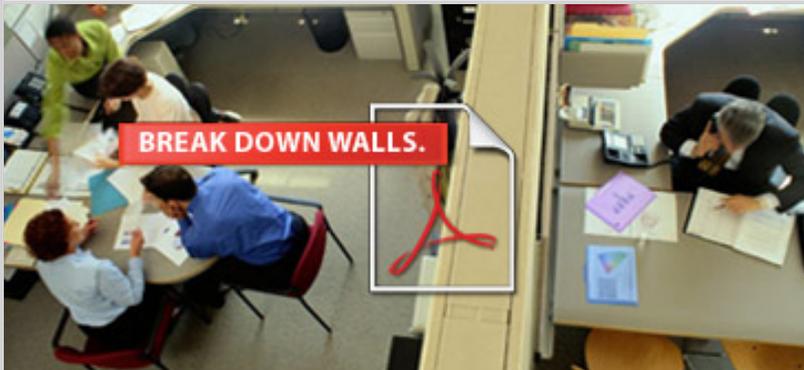# Acrobat **Insider** for AEC Professionals
Tips and Tricks for Adobe Acrobat 7.0

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Discover a new dimension of communication with Acrobat 7.0 Professional

Noteworthy Collaboration with Adobe PDF
Acrobat 7.0 Professional lets you extend document review, comment and markup to the entire project team

by Michael Dakan

Among the especially significant advancements in the new Adobe® Acrobat® 7.0 Professional is the ability to create Adobe PDF (Portable Document Format) files that allow users of the free Adobe Reader® 7 to take part in a document-review process.

For the first time, Reader users have the ability to add comments and markups to Adobe PDF files that contain CAD drawings, Microsoft Office documents such as specifications or schedules, and nearly any other printable document type. Previously, users needed to purchase a full version of Adobe Acrobat to add comments and markups to Adobe PDFs.

These new capabilities effectively extend easy document review and collaboration to the entire project team using a variety of software, hardware and platforms, overcoming many of today's concerns about system incompatibility. (Such concerns are common even for firms that have implemented collaboration systems, as I discussed in the August 4 edition of *Cadalyst's AEC Tech News*.) If you work with disparate team members, electronic collaboration is essential, and Acrobat 7.0 Professional makes the process clear and efficient. No more illegible handwritten notes on faxed drawings. No more time wasted waiting for a reply from team members in a faraway time zone.

The fact is, Adobe Acrobat 7.0 Professional is a very simple, flexible and versatile collaboration system in its own right, as I'll discuss when we explore other new features in future editions of *Acrobat Insider*.

Getting Started

AUGUST 2005

IN THIS ISSUE

- Extend document review and collaboration to the entire project team

- Reader tip for CAD administrators: Standardize page setups to facilitate PDF printing

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IN THE NEXT ISSUE
Upcoming issues of *Acrobat Insider* will provide how-to advice and tips about specific features of Acrobat 7.0 Professional.

Next time: Assemble complex packages of project information into a single document
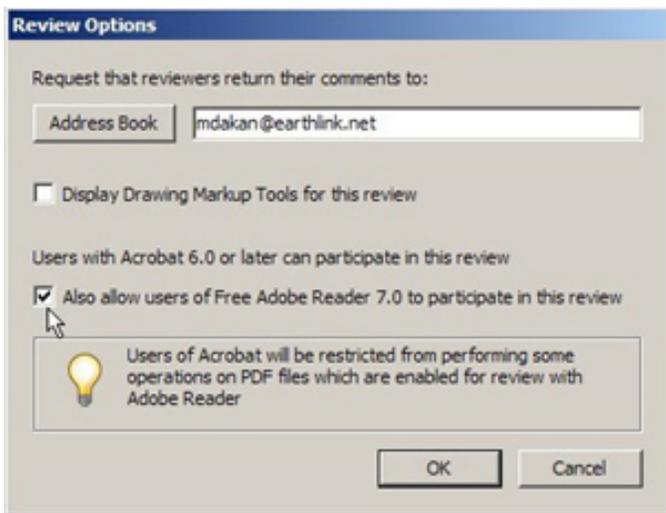

SUBMIT A TIP
We welcome your tips

To take advantage of the new document-review features, you must use Acrobat 7.0 Professional to create the Adobe PDF, and reviewers must use Adobe Reader 7. Reader is always free and even comes preinstalled on most new computer systems these days. To upgrade, users simply click on Check for Update Now in Reader's Help menu or visit the Adobe Web site to automatically install the new software.

To create Adobe PDF files for markup and review, use one of the following two options.

Option 1. As part of initiating a collaborative review process, go to the File menu, select Send for Review, then Send by Email for Review. The first time you use this command, you'll need to set up an Identity profile by filling in the information in the form that appears.

Fill in e-mail addresses for those you want to invite to participate in the review, then select the Customize Review Options button. In the Review Options dialog box, you can specify to have comments returned to yourself, to someone else or to multiple parties. Toggle on the check box labeled Also Allow Users of Free Adobe Reader 7 to Participate in This Review. Note that by default the document is enabled for commenting with Adobe Reader 7.

You can enable Adobe Reader 7 users to comment and mark up an Adobe PDF using the Send by Email for Review option in Acrobat 7.0 Professional.

You can also toggle on Display Drawing Markup Tools in This Review in this dialog box if the Adobe PDF contains drawing files.

Preview the cover information and edit the e-mail text to add project information such as your project number or other details as appropriate.

Recipients will receive instructions for completing the review and returning comments and markups with the Adobe PDF. The Commenting and Drawing Markup toolbars and menus will automatically appear in the Adobe PDF the recipient opens. Also included in the instructions is a link to download Adobe Reader 7.

When reviewers return comments, you can merge them into your copy of the original Adobe PDF file using the tracking tools in Acrobat 7.0 Professional. I will cover setting up reviews and tracking comments in more detail in a future

for AEC-specific uses of Acrobat 7.0 Professional. If we publish your tip, we'll send you a *Cadalyst* t-shirt.

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Have a question about Adobe Acrobat 7.0 Professional? A suggestion for a future edition of *Acrobat Insider*? Send it in; we'll address the most popular requests in upcoming issues.

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LEARN MORE
Find out more about how the Adobe Acrobat family of products can streamline processes, improve document security and more at Adobe's AEC Web site.
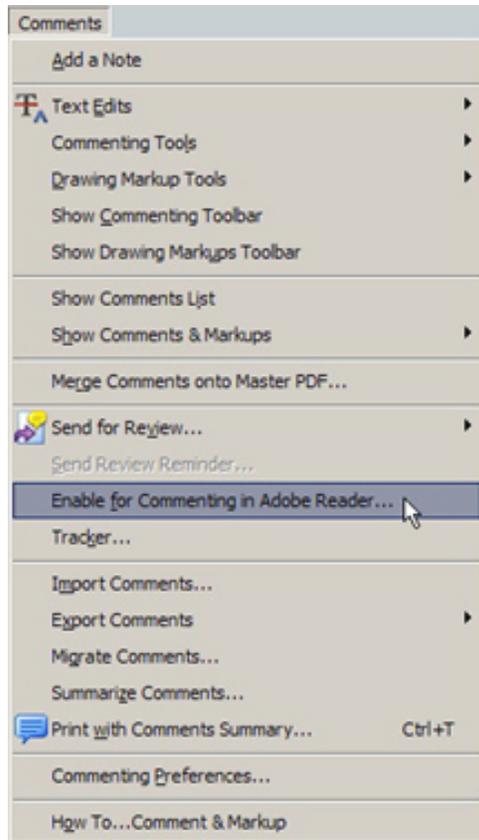
Download a 30-day trial of Acrobat 7.0 Professional.

Download

edition of this newsletter.

Option 2. In Acrobat 7.0 Professional, click on the Comments menu and select Enable Commenting in Adobe Reader. Read the information box about how this might affect Acrobat users, and if you agree to that, select OK.

Comments

Add a Note

T_A Text Edits ▶

Commenting Tools ▶

Drawing Markup Tools ▶

Show Commenting Toolbar

Show Drawing Markups Toolbar

Show Comments List

Show Comments & Markups ▶

Merge Comments onto Master PDF...

Send for Review... ▶

Send Review Reminder...

Enable for Commenting in Adobe Reader...

Tracker...

Import Comments...

Export Comments ▶

Migrate Comments...

Summarize Comments...

Print with Comments Summary... Ctrl+T

Commenting Preferences...

How To...Comment & Markup

Alternatively, you can use the Comments menu in Acrobat 7.0 Professional to enable Adobe Reader 7 users to review and mark up the document.

Closing Thoughts
As I learn more and more about Acrobat 7.0 Professional, I am increasingly amazed by capabilities that are well beyond those of previous versions. I've been a fan of Acrobat for years, ever since I discovered how Adobe PDFs preserve all the fonts, formatting and layout of documents. As you take a closer look at the new features of Acrobat 7.0 Professional, you may be amazed as well, and will likely think of new uses for these extended capabilities. An Adobe representative told me recently he wants users to come to think of Acrobat 7.0 as an essential desktop utility, and I'd have to agree that this latest version comes very close.

Stay tuned for the September issue of *Acrobat Insider*, when I'll discuss how to assemble complex packages of project information into a single document.

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Tips and Tricks from Readers

Streamline PDF Printing
Here's a tip from reader Andrea Harris that's both a reminder and a time-saver

for CAD administrators who work with AutoCAD®. Create an AutoCAD drawing that contains all page setups for the hardware in your office and page setups for printing to Adobe PDFs. Optimally, you should create this in paper space. All users must have permission to access the folder and the drawing.

Once you complete the page setups, the user simply has to import and click on the page setup, then print. This takes all the guesswork out of printing to Adobe PDFs.

Editor's note: If you have AutoCAD 2002, 2004 or 2005, you can use the PDF Makers installed with Acrobat 7.0 Professional to create PDFs that retain the page size, layout and scale information from the original DWG file. The text is also searchable!

About the Author
Michael Dakan is an author and independent CAD and information technology consultant. Twice monthly he writes Cadalyst's AEC Tech News *e-mail newsletter. Contact him at mdakan@earthlink.net.*

Details and Availability

For a full list of features and system requirements, visit Adobe's Web site. Microsoft® Windows 2000 with Service Pack 2, Windows XP Professional or Home Edition, or Windows XP Tablet PC Edition is required for use with Acrobat 7.0. Acrobat 7.0 Professional for Windows, available on CD-ROM or by download, is $449*.